

DD/A 79-1763/2

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Data Processing  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Establishment of DDA/R&D Panel ☐

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1. It is of importance that the Directorate takes a greater interest in R&D activities. We must rely to a large extent upon the DDS&T and it is clear that research projects proposed by the DDA are in increasingly tight competition with other Agency components for R&D dollars. Because of this competition and particularly in times of shrinking resources, it is important that we communicate clearly and on a timely basis with DDS&T as the annual R&D planning cycle proceeds. ☐

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2. As a means of better controlling the R&D process in the DDA a panel is established referred to as the DDA/R&D Panel. It will be comprised of three technically qualified officers, one each from the Office of Communications, the Office of Data Processing and the Office of Security. ☐

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3. The functions of the DDA/R&D Panel are as follows:

- a. Establish direct access to the DDS&T Plans Staff on behalf of the DDA/R&D efforts.
- b. Establish intra-DDA prioritization of DDA R&D related activities.
- c. Keep abreast of the funding allocated to each DDA program as the R&D cycle progresses.
- d. Maintain contact with DDA Offices so that newly generated R&D projects are included in the overall DDA proposals.
- e. Serve as a conduit for correspondence between DDA Offices and DDS&T on R&D matters.
- f. Refer to the DDA issues or problems that cannot be resolved by the R&D panel. ☐

4. The DDA/R&D Panel will be chaired on an annual rotating basis among the three technical representatives. Serving on the panel are:

Office of Communications:

Office of Data Processing

Office of Security: Mr.

Don I. Wortman

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